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Report on the 25th meeting of the Least Developed Countries Expert Group

Note by the secretariat

Summary

The 25th meeting of the Least Developed Countries Expert Group (LEG) was held in Dar es Salaam, United Republic of Tanzania, on 27 and 28 February 2014. At the meeting, progress on the implementation of the work programme of the LEG for 2013–2014 was reviewed, with a focus on the following activities: an update on national adaptation programmes of action; technical guidance and support to the least developed countries (LDCs) on national adaptation plans (NAPs); support of knowledge management and outreach in adaptation in the LDCs; development of information resources for strengthening gender considerations and considerations regarding vulnerable communities in adaptation planning and implementation in the LDCs; a tool for the monitoring and evaluation of progress, effectiveness of and gaps in NAPs; support for coherence and synergy of adaptation-related efforts under the Convention; and an update on collaboration with a wide range of organizations. It also presents the two-year rolling work programme of the LEG for 2014–2015.

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Contents

		Paragraphs	*Page*
I.	Mandate	1–2	3
II.	Summary of the 25th meeting of the Least Developed Countries Expert Group	3–55	3
	A. Proceedings	3–5	3
	B. Status of preparation and implementation of national adaptation programmes of action	6–9	4
	C. Training on national adaptation plans	10–12	4
	D. NAP Expo	13–16	5
	E. Supplementary materials for the technical guidelines for the national adaptation plan process	17–19	6
	F. Technical guidance and support to the national adaptation plan process	20–27	6
	G. Best practices and lessons learned	28–30	9
	H. Gender and other considerations regarding vulnerable communities within the least developed countries	31–34	9
	I. Monitoring and evaluation of the national adaptation plan process	35–37	10
	J. Support for coherence and synergy of adaptation under the Convention	38–46	10
	K. Mobilization of organizations, regional centres and networks	47–48	12
	L. Collaboration with the Global Environment Facility and its agencies	49–51	12
	M. In-depth case studies in the least developed countries	52–55	12
III.	Work programme of the Least Developed Countries Expert Group for 2014–2015	56–57	13

Annexes

I.	Two-year rolling work programme of the Least Developed Countries Expert Group for 2014–2015	15
II.	Members of the Least Developed Countries Expert Group as at 28 February 2014	19

I. Mandate

1. The Least Developed Countries Expert Group (LEG), in its current term (2011–2015), is mandated to provide technical support and advice to the least developed countries (LDCs) on national adaptation programmes of action (NAPAs) and the LDC work programme, and to provide technical guidance and support to the national adaptation plan (NAP) process.[1]

2. The Conference of the Parties (COP) requested the LEG to develop a two-year rolling programme of work for consideration by the Subsidiary Body for Implementation (SBI) at its first sessional meeting of each year, and to report on its work to the SBI at each of its sessions.[2]

II. Summary of the 25th meeting of the Least Developed Countries Expert Group

A. Proceedings

3. The 25th meeting of the LEG was held in Dar es Salaam, United Republic of Tanzania, on 27 and 28 February 2014, immediately following the LEG technical meeting on NAPs, which was held at the same location from 24 to 26 February 2014. The two meetings were jointly opened by Ms. Angelina Madete, Deputy Permanent Secretary, Vice-President's Office of the Government of the United Republic of Tanzania.

4. During the meeting, the LEG focused its work on the following:

(a) An update on the status of preparation and implementation of NAPAs (see chapter II.B below);

(b) Technical guidance and support to the LDCs on NAPs through training on NAPs, the NAP Expo,[3] supplementary materials to the technical guidelines and in-depth case studies in the LDCs (see chapter II.C–F and II.M below);

(c) Support of knowledge management and outreach in adaptation in the LDCs through NAP Central, and the capturing and sharing of best practices and lessons learned (see chapter II.F and II.G below);

(d) Development of information resources for strengthening gender considerations and considerations regarding vulnerable communities in adaptation planning and implementation in the LDCs (see chapter II.H below);

(e) Promotion of quality and achievement of results through development of a tool for the monitoring and evaluation of progress, effectiveness and gaps for NAPs (see chapter II.I below);

(f) Support for coherence and synergy of adaptation-related efforts under the Convention (see chapter II.J below);

[1] Decisions 29/CP.7, 6/CP.16 and 5/CP.17.

[2] Decision 6/CP.16, paragraph 3.

[3] Information on the NAP Expo held in June 2013 is available at <http://unfccc.int/7453>.

(g) Ongoing collaboration with the Global Environment Facility (GEF) and its agencies, and other organizations, in providing technical guidance and support to the LDCs (see chapter II.K and II.L below).

5. According to paragraph 5 of its terms of reference,[4] the LEG is to elect annually a chair, a vice-chair and two rapporteurs (anglophone and francophone) from among its LDC members. At its seventh meeting, the LEG also established the position of lusophone rapporteur.[5] At its 25th meeting the LEG elected the following officers:

(a) Mr. Batu Krishna Uprety (Nepal) as Chair;

(b) Mr. Abias Huongo (Angola) as Vice-Chair and lusophone Rapporteur;

(c) Mr. Fredrick Manyika (United Republic of Tanzania) as anglophone Rapporteur;

(d) Mr. Paul Abiziou Tchinguilou (Togo) as francophone Rapporteur.

B. Status of preparation and implementation of national adaptation programmes of action

1. Status of preparation of national adaptation programmes of action

6. As at 28 February 2014, 50 LDCs had successfully completed preparation of their NAPAs, and submitted them to the secretariat.[6] The most recent NAPA was received from Equatorial Guinea in November 2013.

2. Status of implementation of national adaptation programmes of action

7. The GEF reported that, as at 27 February 2014, 49 LDCs had officially submitted NAPA implementation project proposals to it in the form of project identification forms, for approval for funding under the Least Developed Countries Fund (LDCF). Of these, 46 countries had submitted at least two projects and 37 countries had submitted three or more projects.

8. The GEF indicated that, in total, 139 projects (comprising seven medium-sized projects and 132 full-sized projects) had been approved by the GEF Council, with LDCF grants amounting to USD 757.66 million since 2007. Of the projects approved, 72 had been endorsed by the Chief Executive Officer of the GEF and were under various stages of implementation.

9. The GEF further reported that, as at 31 January 2014, cumulative donor pledges to the LDCF had amounted to USD 878.93 million, and that the new ceiling for each LDC for implementing NAPA projects is USD 30 million, based on the principle of equitable access.

C. Training on national adaptation plans

10. The LEG will conduct regional training workshops on NAPs as part of its work programme for 2014–2015. The LEG decided that the overall objective of the training is to enhance the capacity of the LDCs to address medium- and long-term adaptation needs

[4] Decision 29/CP.7, annex.

[5] FCCC/SBI/2005/12, paragraph 3.

[6] This also includes Cabo Verde, Maldives and Samoa, which graduated out of the LDC category in December 2007, January 2011 and January 2014, respectively. The completed NAPAs are available at <http://unfccc.int/4585>.

through the formulation and implementation of NAPs. The workshops will be conducted in collaboration with a wide range of organizations, regional centres and networks specific to each region and the NAP global support programme for the LDCs. The first regional training workshop will be held in the Pacific region in the second half of 2014.[7]

11. The LEG further refined its approach to workshops by deciding that they will provide a platform for face-to-face learning and exchange of experiences, best practices and lessons learned in addressing medium- and long-term adaptation. The LEG also discussed a list of topics for the learning materials for the workshops. The topics for each regional training workshop will be tailored to the needs, experiences, best practices of and lessons learned by the countries in that region.

12. In addition, the LEG further developed its strategy on training on NAPs. The strategy builds on the discussions from the 24th meeting of the LEG,[8] inputs from the technical meeting on NAPs, and the experiences of the LEG from previous regional training workshops. The strategy contains possible topics and modules on NAPs that could be delivered through different modalities such as regional training workshops, training of trainers, e-learning materials for self-paced training, online collaboration tools through NAP Central, and collaboration with relevant organizations and support programmes on NAPs.

D. NAP Expo

13. The LEG discussed the planning for the NAP Expo for 2014, building upon discussions at its 24th meeting, as part of the LEG activities on providing technical guidance and support to the NAP process.

14. The event will bring together the LDCs and other Parties, the GEF and its agencies, United Nations organizations and specialized agencies, multilateral and bilateral agencies, regional centres and networks and other international organizations, adaptation experts and practitioners.

15. The NAP Expo 2014 will further promote and mobilize actions and support for NAPs at the national levels by:

(a) Serving as a platform for the exchange of experience, best practices and lessons learned in medium- and long-term adaptation planning and implementation;

(b) Contributing to enhanced understanding of the NAP process;

(c) Sharing technical knowledge, including methods and tools on the key elements of the formulation and implementation of NAPs;

(d) Offering a forum for country teams, organizations and agencies to exchange ideas and experiences on the formulation and implementation of NAPs;

(e) Providing an opportunity for countries to communicate their progress and support received for the NAP process;

(f) Promoting networking among adaptation experts and practitioners;

(g) Providing a platform for agencies and organizations to share information on available support for the NAP process and the means to access the support.

[7] FCCC/SBI/2013/15, paragraph 20.
[8] FCCC/SBI/2013/15, paragraphs 18–21.

16. The NAP Expo 2014 will be organized through a support group composed of the LEG, the Adaptation Committee, Parties, the NAP global support programme for the LDCs and other relevant organizations.

E. Supplementary materials for the technical guidelines for the national adaptation plan process

17. The LEG noted that different supplementary materials are being developed by different organizations, including the following:

(a) *Water Supplement to the Technical Guidelines: Supporting the National Adaptation Plan Process* by the Global Water Partnership;[9]

(b) *Mainstreaming Gender in Health Adaptation to Climate Change Programmes* by the World Health Organization (WHO);[10]

(c) *How to Engage with National Adaptation Plans: Guidance for National Red Cross and Red Crescent Societies* by the International Federation of Red Cross and Red Crescent Societies;[11]

(d) *Supporting NAP Development with the PROVIA Guidance: A User Companion* developed by the Programme of Research on Climate Change Vulnerability, Impacts and Adaptation (PROVIA).[12]

18. The LEG also noted that the Food and Agriculture Organization of the United Nations (FAO), the United Nations Human Settlements Programme, the International Organization for Migration, Conservation International and CARE International have communicated their plans to the LEG to develop supplementary materials.

19. The LEG agreed to disseminate widely its general recommendations for developing supplementary materials in order to promote common understanding and coherent approaches in developing the materials.

F. Technical guidance and support to the national adaptation plan process

1. Information paper on how national adaptation plan processes can be supported in the least developed countries

20. The LEG discussed the elements of an information paper on how the NAP process can be supported in the LDCs. The LEG discussed that the paper could cover the following issues:

(a) Guiding principles of the NAP process as the basis for guiding the design and provision of support;

(b) Financial and technical support, including policy-related aspects;

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[9] Draft available at <http://tinyurl.com/pynkvxw>.

[10] Discussion draft available at <http://www.who.int/globalchange/publications/Mainstreaming_Gender_Climate.pdf>.

[11] <http://www.climatecentre.org/downloads/File/IFRCGeneva/IFRCNational AdaptionPlans.pdf>.

[12] <http://www.sei-international.org/mediamanager/documents/Publications/Climate/PROVIA-NAP-user-companion-2014.pdf>.

(c) Possible actors, including the GEF, for providing financial support for NAPs through the LDCF for the formulation of NAPs, and other bilateral and multilateral initiatives;

(d) Possible actors for providing technical support, including the LEG, the Adaptation Committee and the NAP global support programme for the LDCs;

(e) Considerations regarding the development and/or communication of a mandate and road map for the NAP process, as a way to facilitate coordination of support and actions at the national level;

(f) Possible flow of steps for a typical national process;

(g) Possible strategies for accessing support, such as through the packaging of specific activities of the NAP process for the purpose of writing project proposals for funding through the LDCF and other funding sources;

(h) Entry points for the monitoring and evaluation of the national process.

21. The LEG decided to develop the paper and disseminate it to various stakeholders in order to inform the design and provision of support to the LDCs on NAPs.

2. Supporting the national adaptation plan process through NAP Central

22. The LEG took note of ongoing progress on the development of NAP Central, including on the implementation of various components, such as:

(a) A master document library to house knowledge resources as well as tools and data for the formulation and implementation of NAPs;

(b) A database of adaptation projects that would include adaptation priorities from national plans, and projects that are under implementation;

(c) NAPs and related outputs of the NAP processes as submitted by Parties;

(d) Information on regional centres and other partner organizations working on climate change adaptation, as well as on relevant projects and programmes;

(e) An interactive platform, such as a blog-based one, for countries to use to interact with each other and to comment on and discuss topics related to the formulation and implementation of NAPs;

(f) A glossary of terms commonly used in the NAP process;

(g) Various portals/dashboards/wikis, such as those for the NAP global support programme for the LDCs, country-specific information, climate hazards by type (droughts, floods, etc.), information by sector, advanced search pages for tools, a data navigator, case studies, best practices and lessons learned.

23. The LEG also noted that a support group for the development of systems has been constituted and that the support group will assist in the identification and evaluation of content to be uploaded into the system. The LEG decided to aim for a fully functional prototype of the system by June 2014.

3. Outreach and awareness-raising on the application of the guidelines for the national adaptation plans

24. The technical guidelines are available in three languages (English, French and Portuguese). Hard copies and CD-ROMs can be obtained from the secretariat and can be

viewed online as part of NAP Central.[13] The LEG continues to disseminate the technical guidelines to Parties and different stakeholders during its events and the sessions of the subsidiary bodies and the COP.

25. The LEG discussed further efforts to enhance outreach and awareness on the application of the guidelines for NAPs by countries, as well as organizations and agencies that are providing support to the countries on NAPs. As a next step, and following recommendations from the technical meeting on NAPs, the LEG decided to develop and disseminate a quick guide to the guidelines for NAPs, including a glossary of commonly used terms and answers to frequently asked questions in English, French and Portuguese. These publications would be part of a series of NAP briefs.

4. Progress reports on support to the national adaptation plan process

26. The LEG discussed progress reports on support to the NAP process provided by United Nations organizations, specialized agencies and other relevant organizations, as well as bilateral and multilateral agencies, regional centres and networks, in response to its decision to collect such information on a regular basis.[14]

27. The following are selected highlights of support given to the LDCs on the NAP process between September 2013 and February 2014:

(a) The LEG continues to disseminate technical guidelines for the NAP process, and continues to advance tools, case studies and methods to provide support to the LDCs on NAPs. A paper describing the tool for monitoring and evaluating progress, effectiveness and gaps (the PEG M&E tool) of the NAP process is being finalized. NAP Central is undergoing further development, and a full prototype is planned for launch in June 2014. A strategy on training on NAPs has been developed and will guide the LEG regional training workshops on NAPs. A quick guide to the guidelines for NAPs and an information paper on how the NAP process can be supported in the LDCs are under preparation;

(b) The NAP global support programme for the LDCs has conducted in-country missions in four LDCs (namely, Benin, Gambia, Malawi and Rwanda) to familiarize governments with the NAP process and start discussions on entry points. A regional training workshop for Asian LDCs took place from 17 to 20 February 2014 in Pattaya, Thailand. The next workshops are planned for the anglophone African, francophone African, and Pacific regions. The NAP global support programme for the LDCs has also started to provide targeted technical support to individual countries. Some of the partners involved are developing specialized tools and material to support the LDCs under specific elements of the NAP process or within particular thematic areas;

(c) Various organizations, including FAO, the United Nations Development Programme, the United Nations Environment Programme, the International Fund for Agricultural Development and WHO, have communicated ongoing programmes that would directly contribute towards strengthening the capacity of the LDCs in launching the NAP process. The support ranges from data and information at the sectoral levels to sector-specific methods and tools, and includes programmes for strengthening capacity in managing the NAP process and for integrating climate change adaptation into sectoral policies and programmes, as well as into relevant planning processes and strategies.

[13] <http://unfccc.int/nap/>.
[14] FCCC/SBI/2013/15.

G. Best practices and lessons learned

28. The LEG discussed progress made on revision of methodologies for capturing and sharing best practices and lessons learned in addressing adaptation in the LDCs.

29. The revision of the methodologies will contribute towards the following:

(a) The harmonization of approaches under the Convention on the collection of adaptation-related best practices and lessons learned;

(b) The integration of new findings and the application of the methodologies in the preparation of the third volume of the publication on best practices and lessons learned in addressing adaptation in the LDCs and other outreach products and online platforms, including NAP Central.

30. The LEG took note of the workplan of the advisory group on this work, which involves a two-stage process: first, to revise methodologies covering identification, documentation, validation and dissemination of best practices and lessons learned, and second, to apply the revised methodologies. Initial activities include undertaking mapping and analysis of existing methodologies, such as those that describe a process, and the identification of core selection criteria common to all best practices and lessons learned in adaptation and closely related fields of work. This analysis will then be used to propose a revised methodology for application in adaptation workstreams, including NAPs, NAPAs, the LDC work programme, the Nairobi work programme on impacts, vulnerability and adaptation to climate change, and relevant work conducted by the Adaptation Committee.

H. Gender and other considerations regarding vulnerable communities within the least developed countries

31. The LEG discussed a draft publication on strengthening gender considerations in adaptation planning and implementation in the LDCs. The draft publication had received inputs from gender experts from the United Nations Entity for Gender Equality and the Empowerment of Women, the Women's Environment and Development Organization, the International Union for Conservation of Nature, the International Centre for Integrated Mountain Development, the Association des Femmes Peules Autochtones du Tchad and CARE International.

32. The LEG discussed key recommendations on the consideration of gender in the NAP process, including the need for, inter alia:

(a) Assessments and other activities under the NAP process to enable the explicit consideration of issues based on gender because climate change impacts men and women differently in most communities;

(b) The NAP process to lead to a gender-sensitive approach to adaptation planning and implementation, and that this could be reflected in the mandate and communication strategy for the NAP process;

(c) Countries to elaborate and clearly communicate the meaning and context of gender based on their national circumstances so as to avoid unintended biases;

(d) Data and information for the NAP process to be disaggregated by sex where possible and applicable, and for the assessment of the NAP process to include relevant indicators on gender;

(e) Education, capacity-building and awareness-raising activities to address separately the needs of women, men, and vulnerable groups.

33. The LEG decided to finalize and publish the paper based on the discussions and the recommendations mentioned above, and the inputs from the technical meeting on NAPs.

34. The LEG also discussed plans for developing the publication on strengthening the considerations of vulnerable communities in adaptation planning and implementation. It agreed to also engage other experts in developing the publication.

I. Monitoring and evaluation of the national adaptation plan process

35. The LEG discussed a draft technical paper on a tool for the monitoring and evaluation of progress, effectiveness and gaps (the PEG M&E tool) for the NAP process. The tool builds on the 10 essential functions of the NAP process.[15] The essential functions serve as means of summarizing how the NAP process will support efforts on adaptation planning and implementation at the national level. The tool may assist in monitoring and reviewing progress in each of the essential functions, and it proposes generic metrics that are applicable for monitoring and reviewing the NAP process at an aggregated level.

36. The LEG clarified that the PEG M&E tool is designed to assist countries in managing the NAP process, and would complement efforts to monitor and evaluate the outcomes and impacts of adaptation activities.

37. The LEG decided to finalize the paper taking into account inputs from the technical meeting on NAPs, and to invite reviews by external experts. It further decided that the tool should be tested through case studies with countries and in collaboration with relevant partners and organizations.

J. Support for coherence and synergy of adaptation under the Convention

1. Ongoing participation of representatives of the Least Developed Countries Expert Group in other bodies under the Convention

38. The LEG took note of the participation of LEG members in a number of bodies and programmes under the Convention, as follows:

(a) The LEG serves in the Adaptation Committee's task force on NAPs, and is represented by Mr. Thinley Namgyel (Bhutan);

(b) The LEG continues to take part, upon invitation, in the meetings and events of the Technology Executive Committee related to adaptation technologies;

(c) In accordance with the terms of reference of the LEG,[16] two LEG members, currently Mr. Manyika and Mr. Jan Verhagen (Netherlands), are also members of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention.

39. The LEG also noted that the Adaptation Committee serves in the LEG advisory group on the revision of methodologies for best practices and lessons learned in addressing adaptation in the LDCs, and in the support group on the development of NAP Central. Respective members of the Adaptation Committee are Mr. Juan Hoffmaister (Plurinational State of Bolivia) and Mr. Fredrick Kossam (Malawi).

40. The LEG reiterated the following imperatives related to collaboration and/or engagement with other bodies under the Convention:

[15] FCCC/SBI/2013/15.

[16] Decision 29/CP.7, annex.

(a) Collaboration should seek to maximize synergies with the work of the LEG;

(b) LEG members should provide updates to the LEG on their collaboration and/or engagement with other bodies;

(c) LEG members should continue to explore activities that could enhance synergy in providing technical guidance and advice to the LDCs.

2. Mandate for members of the Least Developed Countries Expert Group serving on the Executive Committee of the Warsaw International Mechanism

41. The LEG nominated two of its members, Mr. Matti Nummelin (Finland) and Ms. Pepetua Latasi (Tuvalu), to the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts in response to decision 2/CP.19, paragraph 4. The two LEG members may seek inputs and support from the LEG, as appropriate. They would provide updates to the LEG on their engagement in the Executive Committee.

3. Revision of the technical paper on regional synergy

42. The LEG discussed a draft revised technical paper on regional synergy. The paper provided relevant arrangements for regional synergy in addressing adaptation under the Convention, opportunities and barriers to regional synergy in adaptation, and the lessons learned on regional synergy in the preparation and implementation of NAPAs. It provided considerations for exploring regional synergy in the formulation and implementation of NAPs. It placed a focus on the role of regional centres and networks in promoting regional synergy.

43. The LEG provided additional enhancements to the paper, including a balanced set of examples on regional synergy across the geographical regions, and references and linkages to relevant work under regional political entities such as regional economic communities, United Nations organizations and other international organizations. It decided to conduct regional case studies to further explore how regional synergy can be pursued in the formulation and implementation of NAPs.

44. The LEG decided to finalize the paper and have it included in the guidance tools for NAPs.

4. Revision of the technical paper on synergy among multilateral environmental agreements

45. The LEG discussed an outline for the revised technical paper on synergy among multilateral environmental agreements (MEAs). The outline included relevant arrangements for synergy among MEAs under the Rio Conventions, lessons learned from the NAPAs and other processes (United Nations Convention to Combat Desertification national action plans, Convention on Biological Diversity national biodiversity strategies and action plans, the joint liaison group among the secretariats of the Rio Conventions, and relevant work of other United Nations organizations), opportunities for and barriers to synergy among MEAs, and ways and means to promote synergy among MEAs in the formulation and implementation of NAPs, including the role of the LEG in promoting synergy in the LDCs.

46. The LEG decided to develop the paper based on the outline, and to expand the scope as necessary.

K. Mobilization of organizations, regional centres and networks

47. The technical meeting on NAPs is the latest event of the LEG that involved mobilization of various organizations, regional centres and networks. The meeting involved experts from:

(a) United Nations organizations;

(b) Support programmes for NAPs;

(c) Regional centres and networks;

(d) The private sector;

(e) LDCs;

(f) Academia.

48. The LEG decided to continue to mobilize relevant organizations and experts in the conduct of its work.

L. Collaboration with the Global Environment Facility and its agencies

49. The LEG noted the continuing efforts to engage the GEF and its agencies in supporting the LDCs. Recent engagements included the LEG side event on NAPAs and NAPs that was held at COP 19, and the LEG technical meeting on NAPs.

50. The LEG solicited inputs from the GEF and its agencies on updates on progress on the preparation and implementation of NAPAs. Relevant information is provided in paragraphs 6–9 above.

51. Representatives of the NAP global support programme for the LDCs provided an update on its activities to the LEG. A summary of the activities carried out between September 2013 and February 2014 is provided in paragraph 27 above. The NAP global support programme for the LDCs has further plans to continue to engage more LDCs to assist with the initiation of the NAP process, including through regional workshops and individual country support.

M. In-depth case studies in the least developed countries

52. The technical meeting on NAPs included case studies on NAPs as an integral part of the programme of the meeting. The LEG invited local experts from ministries and organizations involved in adaptation planning and implementation in the United Republic of Tanzania to take part in a case study. The experts provided key information on their work on adaptation, which covered the following key issues:

(a) Progress on the development of a road map and strategy for the NAP process;

(b) Relevant enabling frameworks for climate change adaptation, including a law that requires different agencies to formulate action plans to address climate change;

(c) Coordination and collaboration between the Vice-President's Office as the leading agency and different ministries on the development of climate change strategies and plans;

(d) Guidelines for different ministries and stakeholders at the national level on addressing climate change;

(e) Progress and experiences in the development of sectoral plans on agriculture by the Ministry of Agriculture, Food Security and Cooperatives and on water by the Ministry of Water and Irrigation.

53. The LEG also engaged LDC experts from Burkina Faso, Cambodia, Gambia, Kiribati, Sudan and Zambia. The experts shared experiences on work related to NAPs in their countries as follows:

(a) Burkina Faso has sectoral adaptation plans on agriculture, livestock, health, infrastructure and settlements, environment and natural resources, and energy; a draft NAP has been developed and is being reviewed by various stakeholders;

(b) Cambodia has well-established institutional arrangements for national work on climate change, including a national committee for the NAP process, and has recently launched a climate change strategy for 2014–2023, which will form a good foundation for the NAP process;

(c) The Gambia has a number of ongoing activities that will be aligned through the NAP process, for which a national team has been constituted. The next step is the development of a national road map for the NAP process;

(d) Kiribati has developed a joint national action plan on disaster risk reduction and climate change adaptation, and hence is ready to embrace the NAP process to coordinate overall adaptation work;

(e) The Sudan has established institutional arrangements for the NAP process in all states, which has facilitated the development of subnational plans that have been assembled into a NAP that will be published soon;

(f) Zambia has started discussions on the launch of a formulation of a NAP; key considerations include the coordination mechanism, careful prioritizing of adaptation in development planning, ensuring the NAP process is grounded on detailed studies, and comprehensive capacity-building, data and modelling.

54. The LEG further conducted one-to-one discussions with the countries mentioned in paragraph 53 above so as to gather information on their experiences and on support needs for their next steps. The countries mostly pointed to the need for the LEG to support national level activities, including through the use of tailor-made materials, in awareness-raising, training and capacity-building.

55. The information provided by the countries mentioned in paragraph 53 above and their engagement throughout the discussions helped in the development of sample flows of steps for the NAP process. The LEG agreed to continue to actively engage the LDCs in its work to provide better information on approaches for technical guidance and support.

III. Work programme of the Least Developed Countries Expert Group for 2014–2015

56. The LEG reviewed the progress made in implementing its work programme for 2013–2014. In addition to the existing activities, which are either under implementation or will be implemented in 2014, the LEG identified new activities as part of its two-year rolling work programme for 2014–2015.

57. In line with previous approaches, the LEG decided to use the following complementary approaches for the implementation of its work programme for 2014–2015:

(a) Development of a comprehensive strategy for future training on NAPs that would include revision and expansion of topics to be covered, and development of learning

materials for use in regional training workshops or in training activities conducted at the national level, including those that can be delivered through e-learning, and of materials suitable for training of trainers. These materials would be developed in collaboration with other organizations;

(b) Implementation of in-depth case studies in the LDCs that address topics and issues covered in the LEG work programme to provide information on and enrich and test the various products under development (e.g. technical papers, tools and information systems);

(c) Development of technical and information papers to provide information on the work of the LEG on NAPAs, the LDC work programme and the NAP process, including through NAP briefs, which would be short notes designed to communicate with the broadest of audiences;

(d) Development of NAP Central to facilitate outreach and support efforts of the LEG and to offer a platform for the exchange of experiences and interactions among NAP teams;

(e) Deliberation on some of the activities of the LEG at technical meetings, with participation of technical experts.

Annex I

Two-year rolling work programme of the Least Developed Countries Expert Group for 2014–2015

Main activities	*Output/activity type/timing*
Objective 1: provide technical guidance and support to the national adaptation plan (NAP) process in the least developed countries (LDCs)[a]	
Expected result: the LDCs are effectively supported in the launching of, and in making progress under, their NAP process	
Develop and disseminate a quick guide to the guidelines for NAPs, including a glossary of commonly used terms and answers to frequently asked questions on NAPs, in English, French and Portuguese	Publications by June 2014
Develop materials for use by countries at national levels on awareness and training activities in the NAP process	Technical materials by August 2014
Organize NAP Expo in 2014	NAP Expo, 2014
Develop a learning guide and e-learning resources on NAPs for use in the Least Developed Countries Expert Group (LEG) training on NAPs	Training guide by August 2014
Respond to individual requests from Parties for support on the NAP process, including through the provision of comments and feedback on draft NAPs, and the sharing of experience and lessons learned	Technical support, upon request
Continue to compile and analyse support needs for the NAP process, on an ongoing basis, including through questionnaires to Parties during the subsidiary body sessions and other relevant events	Information presented in LEG reports to the Subsidiary Body for Implementation (SBI)
Expected result: collaboration with other organizations leads to coordinated and effective support to the LDCs on NAPs	
Collaborate with a wide range of organizations through various modalities, such as technical meetings, and sharing of relevant information and materials on the NAP process	Collaboration, ongoing
Prepare and disseminate an information paper on how the NAP process can be supported in the LDCs	Information paper, April 2014
Conduct regional training workshops on NAPs for the LDCs	Training workshops, 2014–2015

Main activities	*Output/activity type/timing*
Objective 2: provide support to the LDCs on the preparation, revision/update and implementation of national adaptation programmes of action (NAPAs)[b]	
Expected result: the LDCs are effectively supported in the implementation of NAPAs	
Continue to invite the Global Environment Facility (GEF) and its agencies, relevant organizations and experts to the LEG meetings and events to explore the issues faced by some LDCs in implementing NAPAs, and to provide information to the SBI on ways and means to address these issues, with a view to enhancing the implementation of NAPAs	Information presented in LEG reports to the SBI
Expected result: the LDCs are assisted in the preparation, revision and update of their NAPAs	
Respond to individual requests for support in the preparation, revision and update of NAPAs, including through the provision of comments and feedback on draft NAPAs and draft revised and updated NAPAs, and the sharing of experiences and lessons learned	Technical support
Objective 3: support knowledge management and outreach in supporting adaptation planning, prioritization and implementation in the LDCs	
Expected result: the LDCs are effectively supported through enhanced access to the best available information useful for their adaptation efforts	
Continue to further develop NAP Central to serve as a universally accessible web-based central repository and hub for information pertinent to the NAP process	Ongoing, full prototype by June 2014
Revise methodologies for capturing and sharing best practices and lessons learned in the LDCs	Methodologies, June 2014
Prepare and disseminate the third volume of the publication on best practices and lessons learned in addressing adaptation in the LDCs in English, French and Portuguese	Publication, October 2014
Communicate complementary key information to the LDCs, through regular notes, in response to key concerns (such as on accessing funding under the Least Developed Countries Fund), in cooperation with the GEF and its agencies	Information notes to the LDCs, ongoing

Main activities	*Output/activity type/timing*
Objective 4: provide guidance and advice on the integration of adaptation into development planning and on strengthening gender related considerations and considerations regarding vulnerable communities in adaptation planning and implementation in the LDCs[d]	
Expected result: the LDCs are effectively assisted in their efforts to integrate gender-related considerations and considerations regarding vulnerable communities in adaptation	
Complete and disseminate an information paper on strengthening gender considerations in adaptation planning and implementation in the LDCs	Publication, April 2014
Develop and disseminate an information paper on strengthening considerations regarding vulnerable communities in adaptation planning and implementation in the LDCs	Publication, November 2014
Objective 5: promote the quality and achievement of results through support for the monitoring and evaluation of progress, effectiveness and gaps in the context of NAPAs, NAPs and the LDC work programme in the LDCs[e]	
Expected result: support for monitoring the impact and effectiveness of efforts to address vulnerability is provided	
Develop a technical paper describing the tool for the monitoring and evaluation of progress, effectiveness and gaps (the PEG M&E tool)	Technical paper, June 2014
Compile and analyse information to monitor progress and effectiveness, and identify gaps in the implementation of NAPAs, the LDC work programme and NAPs	Compilation, monitoring and analysis, ongoing
Convene a meeting involving representatives of Parties, the GEF and its agencies, and other relevant organizations with the assistance of the secretariat in order to take stock of the work of the LEG before June 2015	Meeting by June 2015
Objective 6: support the implementation of the LDC work programme[f]	
Expected result: implementation of the LDC work programme is effectively facilitated	
Develop and disseminate an information paper on examples of the application of adaptation technologies in adaptation planning and implementation, in collaboration with the Technology Executive Committee	Information paper, November 2014
Continue to collaborate with the GEF and its agencies and other organizations on ways to support the	Technical support, ongoing

Main activities	*Output/activity type/timing*
LDCs in implementing the LDC work programme, including through ways proposed in the report on the 21st meeting of the LEG (FCCC/SBI/2012/7, paragraphs 31–45)	
Objective 7: promote synergy of adaptation related efforts under the Convention[a]	
Expected result: coherence in support to the LDCs is promoted under the Convention, regionally and with other multilateral environmental agreements (MEAs)	
Complete and disseminate a technical paper on regional synergy in addressing adaptation in the LDCs	Technical paper, June 2014
Complete and disseminate a technical paper on synergy among MEAs in addressing adaptation in the LDCs	Technical paper, October 2014
Continue to collaborate with the Adaptation Committee, including on revision of methodologies for capturing and sharing best practices and lessons learned, and further development of NAP Central, NAP Expo, training on NAPs, and the Adaptation Committee task force on NAPs	Collaboration, ongoing
Participate in the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts as mandated by decision 2/CP.19	Collaboration, ongoing
Continue collaboration with other bodies under the Convention, including the Technology Executive Committee, the Standing Committee on Finance and the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	Collaboration, ongoing

[a] Decision 5/CP.17, paragraphs 13 and 14.
[b] Decisions 29/CP.7, 4/CP.11, paragraph 2, 8/CP.13, paragraph 4, and 6/CP.16, paragraphs 1 and 2.
[c] Decisions 29/CP.7, 4/CP.11, paragraph 2, 8/CP.13, paragraph 4, 6/CP.16, paragraphs 1 and 2, and 5/CP.17, paragraphs 13 and 14.
[d] Decision 6/CP.16, paragraph 2(a).
[e] Decisions 29/CP.7, 6/CP.16 and 5/CP.17.
[f] Decision 5/CP.14, paragraph 2.
[g] Decisions 29/CP.7, 5/CP.17, paragraph 17, and 1/CP.18, paragraphs 55 and 56.

Annex II

Members of the Least Developed Countries Expert Group as at 28 February 2014

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Mr. Thinley Namgyel	Bhutan
Mr. Matti Nummelin	Finland
Mr. Mphethe Tongwane	Lesotho
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Mr. Batu Krishna Uprety	Nepal
Mr. Jan Verhagen	Netherlands
Ms. Marianne Karlsen	Norway
Mr. Douglas Yee	Solomon Islands
Mr. Paul Abiziou Tchinguilou	Togo
Ms. Pepetua Election Latasi	Tuvalu
Mr. Fredrick Manyika	United Republic of Tanzania